

WEB

8/5

RHW

AUG 1970

Registry

STAT
Ellen

Shirley in Colonel

White's office made a low-
key check on this outstanding
suspense item today. Do
you know where we stand?

Miriam 10/9

Mr. B - I had this suspended for
1 Jan 71. Ellen

ADVISED SHIRLEY
O-EXDIE 10/12/70. MAQ

FILE

Records

MEMORANDUM FOR: Colonel White

The report of the Records Management Board covering the period 1 January - 30 June 1970 is attached. I recommend you approve the Board's proposal that we discontinue regular reporting and report to you annually or when we have something which warrants your attention.

I am reviewing the value of the Records Management Board in terms of the increasingly apparent inter-relationship between records management and information processing and expect to have a proposal for your consideration in the near future.

SIGNED R. L. Bannerman

R. L. Bannerman

23 JUL 1970

(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

(47)

DD/S Distribution:

- Orig - Adse w/orig & 4 cys of DD/S 70-3006
- ✓ 1 - DD/S Subject w/cy of DD/S 70-3006
- 1 - DD/S Chgo

DD/S 70-3006: Memo dtd 21 July 1970 to ExDir-Compt fr ~~DD/S~~ Chairman,
Records Mgmt. Board, subj: Records Mgmt. Board Report -
Jan thru June 1970

DD/S 70-3006

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21 JUL 1970

MEMORANDUM FOR: Executive Director-Comptroller
THROUGH : Deputy Director for Support
SUBJECT : Records Management Board Report
January thru June 1970

1. This report is primarily for your information but does contain a recommendation for your approval in paragraph 9.

2. The period covered by this report is for six months rather than the usual quarterly reporting established two years ago. We have done this in order to include progress on major items pending at the time the quarter ended. Also this enables us to provide summary statistics on progress made during the two years of effort devoted to purging the Records Center holdings.

3. During this six-month reporting period Agency components disposed of 10,000 cubic feet of material from the Records Center and deposited 6,400 cubic feet. The effort to reduce the volume on hand resulted in a net reduction of 3,600 feet in the past six months. This latest rather significant reduction is primarily attributed to purging the DD/I Supplemental Distribution material.

4. Since the campaign to purge material from the Records Center began two years ago we have disposed of a total of 40,750 cubic feet. The space gain has been offset by new accessions of some 32,600 feet. The overall net gain was 8,150 cubic feet of freed storage space. This can accommodate about eight months of new accessions at the recent rate of records retirement. Although the component reviews will continue as a regular part of the Records Program, it appears that we have gained our maximum benefits from the Purge Campaign. The overall results of the purge confirm earlier estimates that in spite of concentrated efforts by all components to reduce their records retired to the Center the Agency requirement to augment its storage capacity will continue. The purge was successful to the extent that for the first time in the history of the Agency we were able to effect a significant net reduction in component records holdings at the Center over a two-year period. Our

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emphasis will now be focused on the improvement of records systems in the offices, careful screening of material scheduled for retirement, and miniaturization when it will serve a useful purpose in an information handling or records system.

5. The Office of Logistics has primary action for the installation of motorized shelving on the second floor of the Records Center and for the conversion [] to a temporary records storage facility. That office has contracted with the [] to administer this project. When completed these actions will result in an additional 38,000 cubic feet of storage capacity. Target dates for completion are December 1970 for the [] and September 1971 for the motorized shelving in the Records Center. The [] engineers are drafting detailed specifications for bidding purposes.

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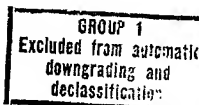
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6. In January the Office of Logistics completed an inventory of Agency microform equipment and its use. This data has been reviewed by the Records Board and our initial conclusions are that there is valid justification for differences in the nine major microform systems identified in this survey. These include various reel films, minicard, three different aperture cards, two types of microfiche, WALNUT, and Computer Output Microfilm (COM). Within these nine major microform systems there are approximately 55 microfilming applications in current use. There is adequate compatibility among the 55 applications with- in their respective microform systems.

7. In February we received a final draft of the National Archives and Records Services (NARS) regulation on Federal Microfilming Policies and Procedures. Federal policy emphasizes that the micro- filming of material now in Records Centers to reduce storage space is prohibitively expensive and not generally recommended. The payoff from microforms is measured in a systems context after it has been established that a microform system is actually appropriate. Micro- forms are an appropriate tool if there are systems benefits to be derived by improved speed, efficiency and accuracy of information processing. Usually, space savings are subordinate to systems con- siderations. Standards in the NARS regulation permit the microfilming of permanent records and destruction of the converted hard copy. This opportunity may be utilized when the systems related to such records are developed.

8. The Board members feel that because of basic differences in the mission and functions of the various Directorates the developments of microform systems are best managed at the Directorate level in order to be responsive to specific needs. If the management of microform systems is to be handled on an Agency basis it will require a special-

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ized staff, competent in microforms and sensitive to Directorate needs with an expertise exceeding that in the Directorates. In the meantime the Board members exchange information of microform plans and developments in order to serve the best interests of Agency Management. Also, the members find that standardization can be a liability if imposed only to insure the uniformity of component microform applications; unless there are systems requirements for the component applications to communicate with each other and to exchange data or information. Finally, except for the objection of the DD/P representative, the Board members encourage the contracting of consultant services to study whether microforms would be useful in a context broader than the systems and applications identified by the individual Directorates. In the coming months the Board will continue to examine the problems of records miniaturization and compaction.

9. Since the major thrust of activity on the records purge has been completed, the Board would like to discontinue quarterly reporting. We recommend that the Records Management Board report to you on an annual basis in the future with supplementary reports as conditions may require.

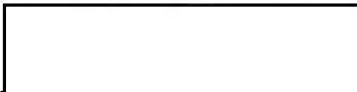


Chairman

Records Management Board

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The recommendation in Paragraph 9 is approved: *except that I should like to have the report made semi-annually.*



L. K. White

Executive Director-Comptroller

4 Aug 70
Date

DD/S Distribution:

- Orig - Adse (Pls return to C/RAB via C/SSS)
- 1 - ER
- 2 - DD/S
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I also assume that I will have the DD/S proposal mentioned in his next report before the next report.

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DD/S 70-3005

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20 JUL 1970

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : CIA Records Management Board

1. Attached is the Records Management Board Report to the Executive Director-Comptroller for the period 1 January through 30 June 1970. Paragraph 9 of this report requests that we be permitted to discontinue regular reporting and report to the Executive Director annually or when we feel we have something of particular interest to him.

2. The Records Management Board has done an effective job in managing the records purge during the past two years. It is a useful mechanism for the senior records management officers to meet and discuss the Agency's records program. The Board members need some assurance that their problems are at least being heard, even though we may be unable to obtain the resources necessary to deal effectively with them. I have reservations, however, about the Board's ability to handle the basic issues confronting us such as developing proposals, programs, and policies for compatibility and expansion of future Agency records systems; making significant contributions to our desire to revert to a more centralized "Agency-oriented" records management program; or planning for the Agency's future archival programs. Present members of the Board lack the time, authority, and stature within their own directorates to address themselves productively to broad policy problems. Moreover, the Board members are severely hampered even in dealing with the technical and procedural aspects of the records program because the Directorates, with the exception of the DD/P, do not have the staff support to do research and prepare issue papers for consideration by the Board. To the extent that staff work has been required during the two years the Board has been in existence, it has been done by the Records Administration Branch of the Support Services Staff, but given the small size of this unit and its current workload the time that can be devoted to staff papers and research for the Board is less than adequate.

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3. I have considered recommending that the Records Management Board be upgraded to a level equivalent to the Information Processing Board; that the Records Management Board be abolished and its role and functions assumed by the Information Processing Board; or that the Records Management Board continue to function but as a subcommittee of the Information Processing Board. As presented in my memorandum to you of 26 May 1970, the relationship between records management and information processing management is clear. The future of the Records Management Board should be considered in terms of the recommendations in that memorandum relating to the organizational placement of the records administration function. In any case, as Hank Knoche pointed out in his departure memorandum, a Board can only be effective if it keeps its agenda narrowed to actionable items already well staffed out in advance. Determining the Agency's future in records systems demands special in-depth studies and the same "special operational analysis" as is needed in information processing applications if we are to be sure that our choice of solutions to problems is the wisest one. A Board has a role to play in recommending the choice but it is a more complex task than can be done by part-time officers with no staff support. Nevertheless, I think the Records Management Board should continue to meet in an effort to keep the communications channel open and to chip away at some of the smaller more manageable problems until we can deal with the broader issues of its ultimate disposition. You should recognize its limitations, however, and realize that it is clearly not capable of making significant progress in resolving our major records problems.



Chief, Support Services Staff

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Attachment

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